

Tips for Attending a Job Fair

- **Dress for Success.** Attend the job fair dressed for success in professional interview attire.
- **Practice a Pitch.** Practice a quick pitch summarizing your skills and experience so you're ready to "sell yourself" to prospective employers.
- **Bring Supplies.** Bring extra copies of your generic application, a pen and a notepad to take any needed notes.
- **Check Out Companies.** Check to see which employers will be attending the job fair prior to the event. The list will be available at the local job service office two weeks prior to the job fair. Do some research on the companies you are most interested in visiting with so you are prepared to visit with their representative.
- **Show Initiative.** Shake hands and introduce yourself to recruiters when you reach the table. Demonstrate your interest in the company and their job opportunities.
- **Be Enthusiastic.** Employer surveys identify one of the most important personal attributes candidates can bring to a new position as enthusiasm. This means that employers want to see you smile!
- **Ask Questions.** Have some questions ready for the company representatives. The more you engage them, the better impression you'll make.
- **Collect Business Cards.** Collect business cards, so you have the contact information for the people you have spoken with.
- **Take Notes.** It's hard to keep track when you're meeting with multiple employers in a busy environment. Jot down notes on the back of the business cards you have collected or on your notepad, so you have a reminder of who you spoke to about what.
- **Say Thank You.** Say thank you before leaving the employer table. It's a good way to reiterate your interest in the company and to remind company representatives that you're a strong candidate.

